Personnel Manning Report

Unclassified

Personnel Manning Report (PERSMAR)

REFERENCE

- COMFLTFORCOM/COMNAVPERSCOMINST 1300.1 Series

PURPOSE: To enhance the enlisted personnel readiness of deploying surface and aviation units, and to keep the operational and administrative commanders advised of manning shortfalls and actions being taken to resolve them.

CSG/ARG PERSMAR Timeline

- ~12 months prior (as ship's schedule permits)
  - Command reps attend enlisted manning management training for deploying commands at NPC
    - Command submits initial PERSMAR
      - 11 months prior
  - PERS-4013 provides PERSMAR response
- 6 months prior
  - Command submits PERSMAR SITREP
- Inside 6 months
  - EMIR submissions for unplanned losses with critical mission degredation
  - OPHOLD/LEADERSHIP FLAG submissions

PERSMAR REQUIREMENTS

- Required for all mobile operating forces under COMFLTFORCOM scheduled for extended deployment of 120 days or more

- TYCOMS may require submission of a modified PERSMAR from Sea OP dets, aviation squadrons, and for ships homeported overseas.

PERSMAR SYSTEM

- Provides a format for a standardized command personnel management action plan

PERSMAR SUBMISSION SCHEDULE

INITIAL REPORT – Twelve months prior to deployment

SITREP ONE/FINAL – Six months prior to deployment

INITIAL PERSMAR

- Corrective actions on expired prospective gains and losses (PGs and PLs)

- Reenlistment intentions of personnel with EAOSs between 2 months prior to and 2 months after deployment

- Unit's review of onboard Sailors' PRDs and EAOSs for accuracy (NAVADMIN 361/12, MILPERSMAN 1306-104)

- Unit's review of NEC and DNEC assignments

Do not include any portion of SSNs in message

INITIAL PERSMAR

- Changes to NEC requirements due to installation/removal of equipment onboard

- List of NEC shortages and Unit's action to alleviate NEC shortages

- Info on Leadership Flags addressed

- Berthing status, especially for females

Do not include any portion of SSNs in message

INITIAL PERSMAR RESPONSE

- Squadron/Ship responses are normally sent within 15 working days

- Carrier responses are normally sent within 21 working days

- All PRD/NEC correction recommendations will be reviewed and adjustments made as necessary

- PERS-4013 will respond to ALL actions addressed in the message

PERSMAR SITREP

Unit should:

- Identify personnel shortages below BA by rate or NEC that are CRITICAL to deployment

- Identify personnel being CONSIDERED for OPHOLD

- List status of actions included in initial PERSMAR

- List Unit's actions to fill NEC manning deficiencies

- Include updated berthing information, including possible berthing problems

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PERSMAR SITREP RESPONSE

PERS-4013 will:

- Attempt to locate fills for critical needs, but may require TYCOM action to execute

- Respond specifically to each query and/or comment

- Include additional comments as necessary